



**IP** **12**

Agenda Item: 11.3

Person Responsible: M Sparrow

**XXXIII SCAR Delegates Meeting**

**Auckland, New Zealand, 1-3<sup>rd</sup> September 2014**

# **Secretariat Report**



## Executive Summary

**Title:** Secretariat Report

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**Introduction/ Background:** The permanent Secretariat of SCAR consists of Dr Mike Sparrow (SCAR Executive Director), Dr Renuka Badhe (SCAR Executive Officer) and Mrs Rosemary Nash (SCAR Admin Assistant – 50% time). A part time (40%), temporary (to November 2014) was employed using external funds to free up time for the EO to work on the Horizon Scan activity.

**Important Issues or Factors:** With less than 2.5 permanent staff the Secretariat has a very high workload. It is telling that when people visit the Secretariat for the first time they tend to expect a much larger workforce. The Secretariat major activities include preparation for EXCOM/Delegates meetings, the Open Science Conferences, and the Treaty as well as, to a lesser extent, meetings such as COMNAP, CCAMLR etc. For the EO running the Martha T Muse Prize as well as the Finances, and Capacity Building activities such as the SCAR medals, Fellowships, Visiting Professorships are also time consuming as is the reporting for all grants undertaken. In 2013/14, these were the Muse Prize (Tinker Foundation), SCARMarBIN/COSMOS grant, Climate Communications grants, GBIF and ISMASS (ICSU and others). Between Oct 2012 and July 2013 (before the project officer was employed) a significant portion of EO working time was also spent on the Horizon Scan activities. It should be noted that a significant amount of the Secretariat's time is taken up with dealing with routine matters such as managing day to day finances, replying to queries and other communication activities as well as dealing with matters as they arise. Time management assists in this regard, but the time spent with such activities should not be underestimated.

A large fraction of the AA's time was spent on the new SCAR website, which has been a major task over the last year.

## Secretariat Report

### **Secretariat Staff**

The permanent Secretariat of SCAR consists of Dr Mike Sparrow (SCAR Executive Director), Dr Renuka Badhe (SCAR Executive Officer) and Mrs Rosemary Nash (SCAR Admin Assistant). A part time, temporary (to November 2014) was employed using external funds to free up time for the EO to work on the Horizon Scan activity.

Mrs Nash works 40% of her time (2 days a week) on core SCAR activities, with the Tinker Foundation covering an additional 10% (0.5 day) to bring her to 50% full time. She does additional paid overtime to keep on top of her workload.

Dr Badhe works 80% of her time on core SCAR activities, with an additional 20% (1 day a week) of her time covered by the Tinker Foundation.

Dr Eoghan Griffin works 40% time (2 days a week) on Finance issues, funded by the Tinker Foundation (this is a temporary measure to free up 2 days a week for the EO to work on the Horizon Scan activity).

### **Secretariat Salaries**

The Secretariat salary scales are based on those of University of Cambridge salary scales, though without the additional benefits of final salary pension scheme, medical and dental assistance. SCAR Secretariat staff instead receive an additional 7% of their salary to invest in a personal pension scheme. Paying staff through the university, though beneficial to the Secretariat staff, would incur a sizable overhead. University staff receive a 3% increase each year plus inflation (the latter based on union negotiation). Secretariat staff receive a 1-3% performance based increase plus the lower rate of UK inflation (CPI). This has meant that historically university staff salaries increased faster than Secretariat staff, though because of limits imposed by the university on the inflation increase this has not been the case the last 2-3 years.

*Secretariat Salary ranges are:*

ED = £37.7k-£53.7k (Grade 9, equivalent to a junior Lecturer)

EO = £26.5k-£36.7k (Grade 6, equivalent to a Research Assistant)

AA = £10.5k-£14.0k for 50% time (Grade 4+)

*Secretariat Salary increase over the last three years have been:*

2014/13

ED = 2.0% inflation + 2% performance

EO = 2.0% inflation + 2% performance

AA = 2.0% inflation + 0.3% performance (2% agreed, but maximum of grade reached)

2013/12

ED = 2.7% inflation + 2.0 performance

EO = 2.7% inflation + 2.0% performance

AA = 2.7% inflation + 2.3% performance

2012/11

ED = 4.2% inflation +1.8% performance

EO = 4.2% inflation + 2.0% performance

AA = 4.2% inflation +2.5% performance

2011/10

ED = 3% inflation plus 2% performance

EO = 3% inflation plus 2% performance

AA = 3% inflation plus 2.5% performance

*Current (2013) salaries are:*

ED: £47,292 + 7% pension;

EO: £33,858 + 7% pension

AA (50% time): £13,749 + 7% pension

The SCAR Project officer, who is on a temporary part-time contract on external funds is paid £10.5k for a 40% week. These funds will finish around November time.

### **Secretariat Activity and Workload**

With less than 2.5 permanent staff the Secretariat has a very high workload. It is telling that when people visit the Secretariat for the first time they tend to expect a much larger workforce. The Secretariat major activities include preparation for EXCOM/Delegates meetings, the Open Science Conferences, and the Treaty as well as, to a lesser extent, meetings such as COMNAP, CCAMLR etc. For the EO running the Martha T Muse Prize as well as the Finances, and Capacity Building activities such as the SCAR medals, Fellowships, Visiting Professorships are also time consuming as is the reporting for all grants undertaken. In 2013/14, these were the Muse Prize (Tinker Foundation), SCARMarBIN/COSMOS grant, Climate Communications grants, GBIF and ISMASS (ICSU and others). Between Oct 2012 and July 2013 (before the project officer was employed) a significant portion of EO working time was also spent on the Horizon Scan activities. It should be noted that a significant amount of the Secretariat's time is taken up with dealing with routine matters such as managing day-to-day finances, replying to queries and other communication activities as well as dealing with matters as they arise. Time management assists in this regard, but the time spent with such activities should not be underestimated.

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